



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: CUSTODIAN

SALARY RANGE	\$1,049.00 - \$1,312.50 per month
TENURE/TIME BASE	Permanent / Half-Time
PROGRAM/DEPARTMENT	General Services
FINAL FILING DATE	Until Filled

DESCRIPTION OF DUTIES

Under the direct supervision of the Supervising Housekeeper I, the Custodian cleans assigned work areas as directed on the cleaning schedule or procedural manual. Typical tasks include, but are not limited to, sweeping, scrubbing, mopping and waxing floors, vacuuming carpets, cleaning, dusting, polishing cabinets, furniture and woodwork, emptying and cleaning waste receptacles; cleaning stairways, elevators, hallways, restrooms, offices, lobbies, and client living areas; cleaning ceilings, walls, windows, window shades, light fixtures, interior glass partitions and Venetian blinds; assisting in moving and arranging furniture and equipment as required, requesting cleaning supplies and equipment as needed including chemicals, selecting proper cleaning materials and supplies in order to complete daily tasks, operating janitorial equipment/machinery, assuring the equipment is in clean condition and notifying the supervisor when equipment is in need of repair. The Custodian provides instructions and training to the Maintenance and Service Occupational Trainee and Service Assistant (Custodian) employees in the proper use of equipment, safe cleaning methods, and janitorial procedures; performing other assigned tasks and specialized duties as required.

WHO MAY APPLY

Applicants must possess Civil Service Eligibility and meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer or reinstatement to state service. Applicants must indicate their eligible status on the title section of the Employment Application (STD-678). For more information, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD-678 may also be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Applications will be reviewed and only the most qualified applicants will receive a selection interview. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening and fingerprint clearances.

Applications must be received no later than close of business of the final filing date (5:00 p.m.) unless specified. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications, applications submitted electronically, without a signature/current date, incomplete applications and resumes not accompanied by official STD-678 will not be accepted.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING ADDRESS:

Sonoma Developmental Center
Porter Administration Building (PAB)
Human Resources Examination Unit – Room 124
P.O. Box 1493 / 15000 Arnold Drive
Eldridge, CA 95431
(707) 938-6650 Contact Karrie Hubbenette for questions specific to duties of the position only.
Eligibility will be determined by the selection analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

Bulletin Release Date: 03/21/2014 Class Code: 2011 BU R15